

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

EQUIPMENT PURCHASES AND DISPOSALS

8680

- 8680.1 All requests for equipment purchases shall be provided on forms prescribed by the business office. These forms shall request, at a minimum, a description of the equipment requested, estimated gross cost, desired location, and reason for request.
- 8680.2 Except under extenuating circumstances, such requests shall be made with the annual budget process, rather than during a current budget year. The intent here is to ensure budget funds are appropriated for necessary equipment purchases.
- 8680.3 Equipment requests for items exceeding \$4,000 shall be subject to quotations from at least three qualified vendors whenever possible. Such quotes will require approval by the Board.
- 8680.4 Equipment requests for items exceeding \$10,000 shall be subject to formal bids, according to current state regulations. Such bids shall require approval by the Board.
- 8680.5 Quotes or bids on items falling below \$4,000 are encouraged.
- 8680.6 The use of bids through the Joint Purchasing Board is encouraged, to take advantage of volume bid pricing.
- 8680.7 When quoting, all care should be taken to eliminate the possibility of collusion. Such steps would include concurrent opening of all quotes and requesting sealed quotes.
- 8680.8 Disposal shall be defined to include removal of any equipment from regular use within a building or administrative area. This includes the transfer of equipment to another building when new equipment is purchased to replace it.
- 8680.9 Disposals of equipment shall be according to state regulations.
- 8680.10 Disposals of equipment shall be requested by the appropriate person on forms prescribed by the business office. Such requests shall include at a minimum, the age of the items to be disposed, the general conditions of the items, whether repairs are possible or appropriate, the approximate replacement cost, and the proposed method of disposal.

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EQUIPMENT PURCHASES AND DISPOSALS (Contd)

8680

- 8680.11 A complete inventory of all District equipment shall be properly maintained by each administrative area, coordinated by the business office.

Revised May 5, 1997